



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

January 10, 2022

No. 105, s. 2022

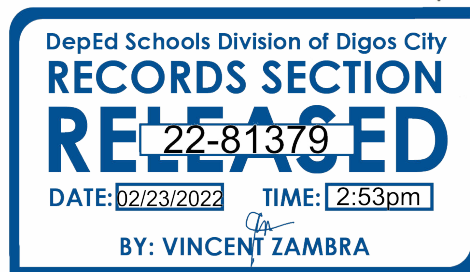
RECALL ORDER OF APPROVED FORCED LEAVE

To: NEIL D. BONGCAYAO

1. In the exigency of the service, you are hereby directed to report to work on December 28, and 29, 2021, to serve as DESO in mock election at Damñas Elem. School, Barangay Goma.
2. In view hereof, your approved Forced Leave is/are hereby recalled. Hence, the Human Resource Management Office is likewise directed to reinstate the said leave to your total accumulated Vacation Leave Credits for CY 2021.
3. For compliance.


CRISTY C. EPE

Schools Division Superintendent





Republic of the Philippines
Department of Education
Schools Division of Digos City
Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

247870
Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)
DEPED-CID	DINGCAYAO	NEIL	D
3. DATE OF FILING	DEC. 7, 2021	4. POSITION	PSDS
		5. SALARY	69481

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☒ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ Solo Parent Leave (RA No. 9972 / CSC MC No. 8, s. 2004)
☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
☐ Adoption Leave (R.A. No. 8552)

Others:

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

- ☐ Within the Philippines
☐ Abroad (Specify)

In case of Sick Leave:

- ☐ In Hospital (Specify Illness)
☐ Out Patient (Specify Illness)

In case of Special Leave Benefits for Women:

(Specify Illness)

In case of Study Leave:

- ☐ Completion of Master's Degree
☐ BAR/Board Examination Review

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

5 DAYS
INCLUSIVE DATES
DEC. 22, 23, 27-29, 2021

6.D COMMUTATION

- ☐ Not Requested
☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

	Vacation Leave	Sick Leave
Total Earned	9	
Less this application	5	
Balance		

FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

7.B RECOMMENDATION

- ☒ For approval
☐ For disapproval due to

BEVERLY S. DAUGDAUG
Chief, Curriculum Implementation

7.C APPROVED FOR:

5 days with pay
days without pay
others (Specify)

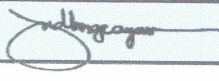
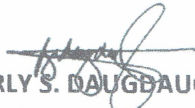
7.D DISAPPROVED DUE TO:

BASILIO P. MANA-AY, JR.

Assistant Schools Division Superintendent



Republic of the Philippines
Department of Education

<u>AUTHORITY TO TRAVEL</u>		CONTROL NO.:
REGION:	XI	
BUREAU/DIVISION/SCHOOL: SCHOOLS DIVISION OF DIGOS CITY		
Date of Filing	December 28, 2021	
NAME	NEIL D. BONGCAYAO 	
Position/Designation	Public Schools District Supervisor	
Permanent Station	CID - Schools Division Office	
Purpose of Travel	1. To attend the orientation called by the COMELEC at DiCGym. And to conduct ocular inspection to Damñas ES relative to the conduct of mock polls on December 29, 2021	
	2. To serve as DESO in mock election at Damnas Elem. School, Baragay Goma.	
Activity Organized/Sponsored by	DepEd - Digos City Division	
Period Covered	1. December 28, 2021 - 1:00 AM - 6:00 PM	
	2. December 29, 2021 - 6:00 AM - 1:00 PM	
Please Check	☒ Official Business ☐ Official Time	
Venue/Destination	1. Digos City Gym and Damñas Elem. School	
	2. Damñas Elem. School	
Expenses Covered	none	
Fund Source (Pap Code/..)	none	
Recommending Approval		APPROVED:
 BEVERLY S. DAUGBAUG, Ed.D. Chief, Curriculum Implementation Division		 CRISTY C. EPE Schools Division Superintendent
Date: _____		Date: _____